

# DISA ACQUISITION REGULATION SUPPLEMENT (DARS)

## PART 7 ACQUISITION PLANNING

Revised February 2001 DISA AC 97-24

### SUBPART 7.1--ACQUISITION PLANNING

#### 7.107 Additional requirements for acquisitions involving bundling of contract requirements.

(a) If bundling of contract requirements is planned, the Program Manager (PM)/Acquisition Manager (AM) must conduct market research to determine whether bundling is necessary and justified in accordance with FAR 7.107.

(f) The contracting officer, using information provided by the PM/AM must include appropriate justification for bundling in the acquisition plan (AP) or when an AP isn't required, for inclusion in the appropriate DISA Program Plan (DARS SubpPart 7.90).

~~(S-90) Office of the Under Secretary of Defense (A,T&L), OSADBU requirement follows: (Reference: OUSD(A,T&L) memo of 7 Jun 00, subj: Review of Small Business Participation in Bundled Contract Requirements).~~

~~(S-91) Thirty (30) days before release of any solicitation or draft solicitation involving bundling contract requirements as defined by FAR 7.107, the following documents must be sent to the OUSD(A,T&L), OSADBU for review:~~

~~?acquisition strategy/AP  
?bundling justification  
?solicitation (draft or actual)~~

~~(S-92) The contracting officer shall coordinate submission (via DISA Form 9) through D4, Agency SADBUs Official, Agency Competition Advocate and Vice Director.~~

(h) When planning to bundle a contract requirement in accordance with OMB Circular A-76 (see FAR 7.3) and if a cost comparison has been performed under OMB Circular A-76 procedures you only have to comply with the FAR 7.107(e) requirements.

### SUBPART 7.3--CONTRACTOR VERSUS GOVERNMENT PERFORMANCE

#### 7.301 Policy.

(a) DISA requirements offices shall examine all options and perform all mission responsibilities and functions using their own resources to the maximum extent practicable. DISA may consider the outsourcing of services when: performing ~~noncoremission~~ responsibilities and functions; and, performing mission responsibilities for short-term or time-critical periods while developing in-house resources.

(b) DISA's point of contact for matters under this subpart is the Management Analysis and Internal Controls Division (DC4).

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### 7.306 Evaluation.

(a)(3) Upon completion of final Government review of the cost comparison form under FAR 7.306, including resolution of any request under FAR 7.307 (Appeals), the Head of the Contracting Activity (HCA) makes the final determination for performance by the Government or under contract and provides written notification to the contracting officer.

(b)(3) Upon completion of the public review period under FAR 7.306 and resolution of any questions raised under FAR 7.307, the HCA shall provide the contracting officer written notification of the final cost comparison decision.

### 7.307 Appeals.

(a) DISA shall follow the procedures set forth in OMB Circular A-76, Revised Supplemental Handbook dated March 1996, Chapter 3 (Cost Comparisons), Section K (Appeals of Tentative Waiver and Cost Comparison Decisions). Vice Director (DV) provides informal administrative review of the initial cost comparison result.

(b) The contracting officer shall forward requests to D4 ~~1-i~~ 1-i ~~D4-who~~ coordinates the review with Codes DC4 and DV.

## 7.5--INHERENTLY GOVERNMENTAL FUNCTIONS

### 7.503 Policy.

(e) The PM/AM is the designated requirements official responsible for meeting the requirement under this subpart. The PM/AM can meet this requirement by including a written statement (see FAR 7.503) in the AP or providing the statement as an attachment to the statement of work. Disagreements regarding the determination shall be resolved by a contracting official one level above the contracting officer before issuance of a solicitation.

(S-90) Contracting officials should review progress reports to detect whether the contractor may be performing inherently governmental functions.

## SUBPART 7.90--ACQUISITION AND PROGRAM PLANS

### 7.9000 Definitions.

Acquisition. Acquisition as used in this supplement has the same meaning as stated in FAR 2.101. Acquisition begins at the point when agency needs are identified and ends with contract closeout.

Acquisition Liaison (AL). See DARS Part 2 for definition. For a list of ALs, go to <http://www.disa.mil/d4/newacquisitionliaisons.shtml>.

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Acquisition Plan (AP). A comprehensive plan for fulfilling DISA's needs with a specific contract or group of contracts in a timely manner and at a reasonable cost. An AP addresses all the technical, business, management, ~~the~~ overall acquisition strategy and other significant considerations that will control **a single acquisition** (plan of action) **or multiple acquisitions** (plans of action) grouped together forming an enterprise-wide acquisition strategy for a requirement.

Acquisition Strategy Committee (ASC). The ASC assists the requirements office by helping them formulate efficient, effective and appropriate acquisition strategies to meet DISA's needs within resource constraints and help ensure their compliance with regulations and law. ~~Forum for obtaining approval of an AP or major AP revision.~~ The names, codes and document distribution for ASC ~~meetings~~ ~~membership~~ is located at <http://www.disa.mil/d4/ASCpartlist.pdf>.

Class of Actions. More than one plan of action under an AP that have identical/similar requirements.

DISA Program. A directed, funded *logical grouping of requirements* designed to provide a new, improved, or continuing capability in response to validated operational need.

DISA Program Plan. A budgetary/acquisition plan of all actions supporting a specific DISA Program for any given fiscal year (FY). The ASC in conjunction with the Budget Review Committee (BRC) is the forum for obtaining program plan approval (see DARS 7.9008 - 7.9013). Reference: DISAI 200-220-7 (Boards and Committees, DISA Corporate Board Structure).

Information Technology (IT) Acquisition (DARS Part 39).  
Acquiring IT, including National Security System (NSS) IT, by any method including contract, grant, cooperative agreement, international agreement, interagency [Economy Act] orders (see DARS 17.5) or any "other transactions." ~~(see DARS 39.002)~~

Integrated Product Team (IPT). A cross-functional team formed for the specific purpose of delivering a product for an external or internal customer.

Program Manager (PM)/Acquisition Manager (AM). Used throughout this part and is synonymous with action officer, project manager and systems manager. The PM/AM "champions" the acquisition throughout the acquisition planning process.

### 7.9001 Acquisition planning pPolicy.

(a) DISA contracting offices shall be used to support DISA requirements to the maximum extent practicable (see DARS Parts 2 & 17). For more information about DISA contracting offices, go to <http://www.ditco.disa.mil/Default.asp>.

(b) Contractors may advise on and draft acquisition planning and contractual documents. But, Agency personnel shall determine

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specific decisions (i.e., contract type, evaluation factors, etc.) and the final content of such documents (FAR 7.5).

~~(c) Acquisition lead-time must be reduced in accordance with DISA's Performance Contract (<https://datahouse.disa.mil/perform.html>). Acquisition lead-time starts when the requirement is identified.~~

(~~cd~~) The cognizant PM/AM is designated the "planner" for acquisitions in accordance with FAR 7.103(f) & (g). The PM/AM is responsible for ensuring that the principles of acquisition planning (FAR Part 7) are used, as appropriate, for those acquisitions that don't require a written AP as well as for those that do (see DARS 7.9002).~~→~~

(~~de~~) For DISA requirements, ~~Agency~~ ALs located within each directorate shall work with their respective PM/AM to meet the requirements of this subpart.

(~~ef~~) The PM/AM shall coordinate acquisition plan content with the appropriate cross-functional experts (see below). The preferred method for coordination is forming~~form~~ an Integrated Product Team (IPT) as soon as an Agency need is identified for developing the AP. The intent is not to enforce formal IPTs (charters) but to enforce "cross-functional teaming."~~which includes all the functional areas listed below. Depending on the complexity of the requirement, the PM/AM may choose to use Groupware, working groups, etc. for coordinating the content of an AP.~~

~~Cross-functional experts, IPT membership consists of cross-functional experts who are~~ responsible for significant aspects of the acquisition, ~~as such as~~ representatives from contracting~~ing~~, ~~financial~~fiscal (resource managers), legal, logistics, technical, SADB Office, Agency Competition Advocate, Information Systems Security Manager (ISSM)/Information Systems Security Officer (ISSO), Information Management Officer (IMO)/Information Management Representative (IMR), OCIO, and ASC Chair~~D41~~.

(~~fg~~) ~~D41 members support the ASC Chair as required.~~ The ASC Chair must approve the attendance of any contractor at an ASC meeting. The ASC does not approve requirements, funding or contracting actions. The ASC Chair on a case-by-case basis determines the extent of ASC review. For example:

- (1) Full-panel ASC - ASC meeting with all ASC members.
- (2) Deskside - ASC meeting with limited ASC members.
- (3) Electronic Deskside - No ASC meeting required.

(~~gh~~) When ~~a written~~ Acquisition Plan (AP) is required, ASC Chair review~~review~~ of the AP/major AP revision is required before releasing a draft request for proposal or holding a presolicitation or preproposal conference (DARS Part 15.201(f)).

(~~hi~~) AP (including major revisions) approval is required before solicitation release.

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(~~i,j~~) On rare occasions, the ASC Chair may waive AP requirements of detail and formality as necessary (see FAR 7.103(k)). For example, if a planned contract meets the criteria under FAR 6.302-2 (Unusual and compelling urgency) you would seek ASC review **before** release of the solicitation and follow-up with a formal AP/obtain approval at a later date.

### 7.9002 AP thresholds.

(a) Written APs shall be prepared for the following:

New contracts >\$5M

New IT sole source contracts >\$3M (non-IT sole source contracts fall under the >\$5M threshold)

(b) Clarifications:

(1) New contracts includes DISA blanket purchase agreements (BPAs). An order under a DISA basic ordering agreement (BOA) is considered a contract and if the order exceeds the thresholds above, an AP is required.

(2) Sole source contracts (Other than Full & Open Competition) include out-of-scope contract modifications for additional supplies/services and if the modification exceeds the thresholds above, an AP is required.

(3) The threshold for IDIQs is based on the total estimated value of the basic contract (base year plus options).

(~~43~~) An AP with multiple acquisitions would be appropriate when you have a group of contract actions each exceeding the AP thresholds above but supporting the same requirement. For example: The requirement calls for three new competitive IDIQ contracts, one for \$5M, one for \$6M and one for \$7M. This eliminates preparing a separate AP for "each" of the three planned contracts. This would minimize review/approval and streamline the DISA acquisition process.

### 7.9003 Required AP signatures/coordinations.

#### a. AP Signatures.

- Cognizant PM/AM
- Head of the requirement's office or designee
- Contracting Officer
- Vice Director (Approving Official)
- ~~?Agency Small and Disadvantaged Business Utilization Officer or designee~~
- ~~?Agency Competition Advocate or designee~~
- ~~?Contracting Officer~~
- ~~?Chief Information Officer or designee - When an AP contains planned Information Technology (IT)/National Security System (NSS) IT contracts at or above \$3M~~

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~~for other than full and open or at or above \$30M for competitive~~  
~~?ASC Chair~~  
~~?Vice Director (Approving Official)~~

### b. AP required coordination on DISA Form 9.

- AL
- Agency Small and Disadvantaged Business Utilization Officer or designee
- Agency Competition Advocate or designee
- Chief Information Officer or designee – Coordination required when a single planned IT/NSS IT acquisition's total estimated IT cost is at or above \$3M for other than full and open or at or above \$30M for competitive.
- ASC Chair
- D4

### 7.9004 AP procedures.

(a) Deputy Director, Acquisition, Logistics, and Facilities (D4) prescribes procedures for acquisition planning following FAR 7.103 and DFARS 207.103 that are consistent with the guidelines provided therein.

(b) Format, content and additional guidance for APs are contained in the DISA Acquisition Planning Deskbook at <http://www.disa.mil/d4/newdsk.shtml> (Appendix A). In support of the AP, the PM/AM may be asked for a draft statement of objective/statement of work and/or cost estimates.

~~(c) The AP package, at a minimum, shall consist of the following:~~

- ~~(1) AP/major revision~~
- ~~(2) Draft statement of objectives/statement of work~~
- ~~(3) Draft Independent Government Cost Estimate (IGCE)~~

(~~cd~~) Electronic submissions are encouraged. ~~APs packages~~ contain **source selection information** and must be protected and marked in accordance with FAR/DARS 3.104-5. Also, see DISAI 630-230-30 for *e-mail security practices* for electronic transmission of sensitive but unclassified information.

(~~de~~) See DARS Part 39.101(S-93) for ~~Information Technology (IT) (includes National Security System IT)~~ IT/NSS IT AP requirements.

(~~ef~~) By FAR 7.103(o), the determination of available Government expertise to evaluate proposals before soliciting for advisory and assistance services is required. The HCA has the authority to make this determination (see FAR Part 37). When this applies and an AP is required, address it in the AP.

### 7.9005 AP approval process.

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(a) The Vice Director approves APs and major revisions to APs.

(b) As soon as a PM/AM has a new requirement that meets the threshold for requiring a written AP, the PM/AM obtains an AP tracking number from the ASC Chair's office and includes it on all subsequent correspondence relating to the AP, including the AP signature page.

~~(cb) ASC Chair's office D41 monitors and tracks all AP packages through approval/disposition. and schedules ASC meetings.~~

~~(c) As soon as a PM/AM has a new requirement, obtain a tracking number from D41 and include it on all subsequent correspondence relating to the AP, including the AP signature page.~~

(d) The PM/AM in close coordination with the contracting officer~~AL~~ shall coordinate development of the AP package with ~~the IPT members discussed under DARS 7.9001 above.~~ the appropriate cross-functional experts discussed under DARS 7.9001(f) above. The PM/AM must try and resolve all issues before formal submission of the AP. Issues that can't be resolved will be raised to the ASC Chair for resolution.

(e) After AP development~~IPT consensus~~, the PM/AM prepares/submits the AP via the DISA Form 9 for formal coordination/approval. At a minimum, the DISA Form 9 coordination shall include all required signatories/coordination listed under DARS 7.9003 above.  
~~in close coordination with the AL, assembles and submits the AP package to D41 for ASC review. The PM/AM must try and resolve all issues before ASC review. Issues that can't be resolved will be raised during ASC for resolution.~~

(f) Concurrent with submission of the DISA Form 9, the PM/AM shall contact the ASC Chair for a determination of the extent of ASC review needed. If a full-panel/deskside ASC (DARS 7.9001(f)) is required, the ASC Chair's office schedules the ASC meeting. After ASC review, the PM/AM finalizes the AP package (completes all ASC tasks) and submits via a DISA Form 9 for signatures/approval. At a minimum, the DISA Form 9 must be coordinated with your acquisition liaison, D41 and all signatories (DARS 7.9003).

(g) In the event of a full-panel/deskside ASC meeting, the PM/AM distributes copies (unless previously provided) of the AP to all ASC members/participants (<http://www.disa.mil/d4/ASCpartlist.pdf>) in sufficient time for review before the ASC meeting.

(h) The PM/AM shall complete all ASC tasks before the ASC Chair submits for DV approval.

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~~(ig)~~ After ASC Chair concurrence on the DISA Form 9, the ASC Chair's office coordinates and tracks the AP through DV approval. After AP approval, the ASC Chair's office provides the PM/AM a copy of the approved AP, keeps a copy, and gives the original approved AP to the contracting officer to be retained in the official contract file. ~~PM/AM shall provide copies to all signatories (D41 keeps the original).~~ AP approval establishes the AP Baseline.

### 7.9006 AP revisions.

(a) PMs/AMs shall review approved APs annually and if appropriate, revise the AP (see FAR 7.104(a)). The PM/AM shall document this review in writing and send the original to the contracting officer for inclusion in the official contract file and send a copy to the ASC Chair's office. ~~copies to the AL, all signatories and the original to D41 for inclusion in the original AP file.~~ To ensure compliance with the FAR, the ASC Chair's office reminds the PM/AM of the anniversary dates of their annual reviews.

(b) PMs/AMs shall obtain AP revision (minor/major) tracking numbers from the ASC Chair's office~~D41~~. Revisions to the AP establish new AP baselines. Minor revisions may occur during annual review (DARS 7.9006(a)).

(c) Draft revisions will contain strikeouts, underline highlights and change pages with "revised lines (bars)" on the border of the text changed. Each page revised will contain the revision number, including the signature page for major revisions.

#### (d) Major revisions.

(1) Major revisions require a new signature page/approval by the DV and depending on the magnitude of the revision may result in a new AP.

(2) The PM/AM shall follow the AP approval process for obtaining approval for major revisions. Examples follow:

- Funding increase/shortfall (above the AP thresholds under DARS 7.9002)
  - Includes modifications that breach AP thresholds (includes engineering change proposals)
- Change of scope
- Change in acquisition or technical strategy
- Change in funding types
- Key milestone slippage (1 quarter or more)
- Any significant breach and/or variance of an IT investment cost/schedule/performance baseline/agreement established in compliance with Clinger-Cohen Act and Government Performance Results Act (GPRA) Breach of IT baselines/agreements (see DARS Part 39)



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### (e) Minor revisions

(1) Minor revisions don't require a new signature page; however, the PM/AM shall coordinate minor revisions with the AL, ASC Chair, and all other AP signatories.

(2) The PM/AM shall sSubmit minor revisions as an enclosure to an interoffice memorandum, signed by the PM/AM to the ASC Chair and distribute copies to the AL and all other AP signatories. Examples follow:

- Funding increase/shortfall (below the AP thresholds under DARS 7.9002)
- Milestone slippage (less than 1 quarter)
- Change in key points of contact
- Recording historical information (e.g., After the award of a planned contract, revise the historical portion of the AP to document the award date, contractor, dollars obligated to date~~actual cost~~, etc.)

### 7.9007 AP files

(a) The PM/AM shall maintain a copy of APs/revision(s).

(b) The contracting officer shall ensure that the original approved a copy of the AP and all its revisions become part of the official contract file. If an AP covers more than one plan of action (multiple acquisitions), at a minimum, a copy of the signature page and applicable plan of action shall become part of the official contract file for "each" plan of action awarded.

(c) The ASC Chair's office~~D41 maintains copies of all approved APs/revisions. keeps the original AP/revision(s).~~

### 7.9008 DISA programs.

A list of DISA Programs/~~Special Interest Initiatives~~ is included ~~annually in the June timeframe with~~ the ASC/BRC guidance for program plan submission provided by the ASC/BRC Chairs (see DARS 7.9009(b) below).

### 7.9009 DISA program plans.

(a) DISA program plans are required annually on a FY-basis for all DISA programs and when approved constitute the program execution baseline.

(b) The ASC/BRC Chairs provide ~~You will receive~~ detailed guidance, instructions, format, etc. for ~~your~~ program plan packages ~~from the ASC/BRC Chairs~~ in the June timeframe for the upcoming FY and for each subsequent Program Plan In-Process Review (IPR). The program plan package consists of a spreadsheet, slides, and Acquisition Information Sheet(s) (when appropriate).

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### 7.9010 Program plan approval.

(a) The PM/AM is responsible for developing and maintaining program plans. The PM/AM must work closely with the acquisition liaison and resource manager throughout the process to ensure compliance with acquisition/budget regulations and policies.

(b) Before the ASC/BRC pre-brief discussed below, the PM/AM shall coordinate program plan content with representatives of the core functional members of the ASC/BRC (e.g., D41, resource manager, OCIO, Agency SADBUs Official, Agency Competition Advocate, DITCO (DITCO Procuring Activity Competition Advocate), GC, logistics, security and as required, other functional experts.). The PM/AM can use various methods to ensure program plan content is coordinated with all appropriate functional experts (e.g., informal IPT, Groupware, working groups, etc.).

(c) The PM/AM must ensure that all individuals involved in program plan coordination are given sufficient time for review/comment before the pre-brief. The PM/AM must try to resolve all issues before the ASC/BRC pre-brief. Issues that can't be resolved will be raised at the ASC/BRC for resolution. ~~Corporate Board Structure is located at [https://datahouse.disa.mil/pubs/instr/di2002207\\_e1.html](https://datahouse.disa.mil/pubs/instr/di2002207_e1.html) and a complete list of ASC members is located at <http://www.disa.mil/d4/ASCpartlist.pdf>.~~

(d) The PM/AM shall provide a pre-brief of the program plan to the ASC/BRC 2 to 3 weeks before briefing the Vice Director. Provide copies of the program plan to ASC/BRC members before the pre-brief in sufficient time for review (at least 2 days). If this isn't possible, provide copies at the pre-brief.

(e) ~~The Chairs of the ASC/BRC co-chair the pre-brief and assign tasks, if necessary.~~ The BRC Chair (DC) acts as Secretariat. The Secretariat is responsible for scheduling ASC/BRC pre-briefs and Vice Director briefs. The Secretariat is responsible for providing these schedules to all of the appropriate individuals and coordinating tasks and the final program plan package for the Vice Director's brief.

(f) Stakeholders having issues must contact/submit recommended revisions to the briefer within 3 working days after the pre-brief to ensure the PM/AM sufficient time to resolve issues and make any required revisions before the brief to the Vice Director. Once complete, the PM/AM provides the program plan package to the ASC/BRC Secretariat in accordance with the guidance received from the ASC/BRC Chairs (see DARS 7.9009(b)). ~~The PM/AM will seek resolution of any open issue(s) at the DV Brief.~~

(g) Major issues must be closed before DV approval. The ASC/BRC Secretariat records DV tasks, coordinates closure and resubmits the program package for final approval. ~~The PM/AM briefs the Vice Director at a meeting of the Corporate Board during which the Vice Director approves the program plan and signs the cover. Since this is an extension of the program plan process, the BRC Chair acts as Secretariat, and the ASC Chair, Agency SADBUs Official,~~

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~~Agency Competition Advocate, and DITCO representative also attend the meeting.~~

~~Major issues must be closed before DV approval. The ASC/BRC Secretariat records DV tasks, coordinates closure and resubmits the program package for final approval.~~

(h) After approval is obtained, the ASC/BRC Secretariat provides notification, at a minimum, to the PM/AM, ASC/BRC members, acquisition liaison and resource manager that program plan has been approved and can be accessed on a shared drive. In the event the shared drive isn't accessible, the ASC/BRC Secretariat shall provide copies~~a copy will be provided~~. The ASC/BRC Secretariat maintains the official file for all approved program plans on a shared drive.

### 7.9011 Program plan revisions.

#### (a) Major Revision

(1) Major revisions are significant changes in the program execution baseline (approved program plan). Examples include (but not limited to):

- changes  $\geq$  \$5M
  - funding increases/shortfalls,
  - new contracting methods or changes to contracting methods (See DARS 7.9012 below for Acquisition Information Sheet requirement),
  - technical scope change,
  - reprogramming of funds, or
- key milestone slippage (1 quarter or more).

(2) PM/AM shall coordinate with appropriate core functional representatives of the ASC/BRC and other experts as required (see DARS 7.9010(b)). Required coordination for major revisions: ASC/BRC Chairs, CIO, Agency SADBUs Official, Agency Competition Advocate and DITCO. The ASC/BRC Secretariat facilitates submission for approval.

(3) Approved by the Vice Director.

#### (b) Minor Revision

(1) Examples of minor revisions include (but not limited to):

- changes  $<$  \$5M
  - funding increases/shortfalls,
  - technical scope change,
  - New contracting methods or changes to contracting methods (See DARS 7.9012 below for Acquisition Information Sheet requirements),
- milestone slippage (less than a quarter),
- realignment of cash transactions,

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- reprogramming of funds, or
- any other change that requires revising the approved program plan that isn't considered a major revision.

(2) PM/AM shall coordinate with appropriate core functional representatives of the ASC/BRC and other experts as required (see DARS 7.9010(b)).

(3) To ensure that all acquisition considerations are met, all minor revisions that require completion of the Acquisition Information Sheet (see DARS 7.9012 below) for new contracting methods or changes to contracting methods shall be sent to the ASC/BRC Chairs for review/concurrence before ADD approval.

(4) Briefed during the next Program Plan ~~IPR~~Quarterly Review.

(c) ~~The PM/AM~~You must seek approval following the process above for revisions that affect the "current" quarter. But, the PM/AM may seek approval of revisions that impact subsequent quarters during Program Plan ~~IPRs~~Quarterly Reviews. ~~You must provide a new program plan briefing cover page for the DV's signature when seeking approval of revisions during Program Plan Quarterly Reviews.~~

(d) Revisions establish new program execution baselines. ~~therefore, the ASC/BRC Secretariat receives the original for the official file and the PM/AM shall provide copies of all revised program plans (major/minor) to the ASC/BRC members, acquisition liaison and resource manager.~~

(e) Approval of program plans and major/minor revisions to those program plans ***doesn't preclude*** obtaining any other approvals required under separate policy, regulation or law (e.g., Determination and Finding for Economy Act orders, Justification and Approval for other than full and open competition, acquisition plan approvals, etc.).

~~(f) Obtain coordination and approval via a DISA Form 9 for all revisions.~~

### 7.9012 Acquisition Information Sheet (Appendix C to the DARS).

(a) Appendix C is required when a new contracting method or a change in a previously approved contracting method is required that exceeds the simplified acquisition threshold (\$100K)).

(1) A ***new contracting method*** means a new requirement not previously supported. Contracting method categories include: DISA Contracts, MIPRs/ROs, and Federally Funded Research and Development Centers (FFRDCs). DISA Contract category includes: DISA contracts, task/delivery orders (including orders placed on another Agency's contract (e.g., GSA)), and internal transfers of funds (MIPRs coded "MZ"). MIPRs/ROs category includes funds provided to JITC, Reimbursable Work Authorizations (RWAs) and any other form used by DISA to transfer funds to another agency (outside DISA).

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(2) A ***change in contracting method*** means a significant change to your approach. For example, DISA contract to MIPR; DEIS II to JSE; Army MIPR to Navy MIPR; small business to large business; competition to sole source, any significant breach and/or variance of an IT investment cost/schedule/performance baseline/agreement established in compliance with Clinger-Cohen Act and GPRA.~~any breaches and/or variances to established baselines in areas such as cost, schedule, and technical performance.~~

(b) Instructions for filling out the Acquisition Information Sheet are included in the document itself and in the guidance provided by the ASC/BRC Chairs (DARS 7.9009(b)). Acquisition Information Sheets are part of the program plan package.

### 7.9013 Program Plan In-Process Quarterly Reviews (IPRs).

(a) The ASC/BRC Secretariat schedules Program Plan IPRs Quarterly Reviews~~and provides appropriate guidance, instructions, format, etc. for the Corporate Board members and attendees discussed under DARS 7.9010(g) above.~~

~~(b) The PM/AM briefs program status, issues, and revisions made to the approved program plan during the reporting quarter.~~